



**TOWN OF WILTON
PLANNING BOARD MEETING
APPROVED MINUTES**

DATE: February 17, 2016
TIME: 7:30 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Vice- Chairman Sara Spittel, Neil Faiman, Alec MacMartin, Matt Fish, Tracey Ewing (Alternate), Dawn Tuomala (Alternate), Selectmen Kermit Williams, NRPC Representative Camille Pattison, Secretary Sorrell Downing, Arthur Siciliano.

Public Hearing

Vice- Chairman Spittel opened the public Hearing at 7:30 PM.

PB-SD01-0116 – Kennedy

An application by James H. Kennedy for a subdivision of two lots at 539 Isaac Frye Highway, Lot F-3. One lot would be 4.04 acres and the other lot would be 8.85 acres. Both proposed lots are for residential use.

- A letter authorizing representation from the surveyor was received
- The survey information for the lot size was concluded to be correct. The assessor will update annually after he receives a copy of the final plan. Ms. Tuomala has recently walked the property and agrees the survey is accurate.
- The existing septic system is depicted on plan.
- The Subdivision Septic Approval from DES is noted with the permit number on the plan.
- The numbering of the lots is F-3-1 and F-3-2.
- The sheds are marked on the plan. Any sheds in the setbacks shall be moved or removed within 12 months of approval of the plan.
- Future changes to the driveway will require planning board approval.
- The easement will move the driveway over to the north. A temporary easement will be allowed during construction.
- The contours are removed.
- “Any gravel to be moved off site needs planning board approval” was added.
- Spelling corrections: Wilson Road, Coburn and Russell.

- The language of the easement was reviewed by Town Counsel and will be filed with the plan.

A MOTION was made by Mr. Williams and SECONDED by Mr. Faiman to accept PB-SD01-0116 – Kennedy.

Voting: 7 ayes. Motion carried.

A MOTION was made by Mr. MacMartin and SECONDED by Mr. Williams to approve the waiver for a wetland scientist to delineate the wetlands on this lot.

Voting: 7 ayes. Motion carried.

Mr. Faiman to walk the property. Either a flag or paint should mark the bounds.

A MOTION was made by Ms. Ewing and SECONDED by Mr. Faiman to conditionally approve PB-SD01-0116 – Kennedy. The condition being the bounds are walked by Mr. Faiman and Mr. Faiman will report his findings to Chairman Kandt.

No Vote was taken.

A MOTION was made by Mr. MacMartin and SECONDED by Mr. Fish to amend the previous motion to conditionally approve to add the condition that the Declaration of Common Driveway Easement be signed and forwarded with the plan to the Hillsborough County Registry of Deeds.

Voting: 7 ayes. Motion carried.

Fees were discussed.

A MOTION was made by Mr. MacMartin and SECONDED by Ms. Spittel to re-open PB-SD01-0116 – Kennedy.

Impact Fee language needs to be added to the plan.

A MOTION was made by Mr. MacMartin and SECONDED by Ms. Spittel to add impact fee schedule to PB-SD01-0116 – Kennedy.

Voting: 7 ayes. Motion carried.

Uplift Fees were discussed.

A MOTION was made by Ms. Ewing and SECONDED by Mr. Fish to waive the uplift fees for PB-SD01-0116 – Kennedy.

Voting: 7 ayes. Motion carried.

Minutes 1-6-16

Mr. Faiman asked that the RSA not be spelled out in the Minutes, but rather referenced.

Edits:

Page 1, Line 25

Pigs

Page 1, Line 28 Honor
Page 4, Line 2 expressed, data is
Page 4, Line 6 the Facilities

*A MOTION was made by Mr. Faiman and SECONDED by Ms. Ewing to approve the Minutes from 1-6-16 as amended.
Voting: 7 ayes. Motion carried.*

Minutes 1-20-16

Edits:

Page 3, Line 9 the house
Page 3, Line 13 re-word to make sense
Page 3, Line 34 would NOT need
Page 4, Line 7 use quotation marks for clarify and correct

*A MOTION was made by Ms. Ewing and SECONDED by Mr. Williams to approve the Minutes from 1-20-16 as amended.
Voting: 7 ayes. Motion carried.*

Minutes 2-3-16

Edits:

Add Ms. Tuomala to attendance

Page 1, Line 23 Remove recently (1x)
Page 1, Line 26 an interest
Page 1, Line 39 Commission is
Page 1, Line 41 and are often
Page 2, Line 8 edits to
Page 2, Line 18 remove last sentence

*A MOTION was made by Ms. Ewing and SECONDED by Mr. Faiman to approve the Minutes from 2-3-16 as amended.
Voting: 7 ayes. Motion carried.*

Mr. MacMartin departed at 8:20 PM.

Master Plan Updates

Due to health reasons, the Fire Chief has been unable to update that section of the Town Facilities Chapter. Mr. Williams to seek input from either Mr. Torre or Mr. Cutler.

Mr. Williams gave updates for the Town Hall Section to Ms. Pattison.

- Ms. Pattison will create a table based on each section for the General Recommendations.
- Ms. Pattison will rewrite the Introduction.
- The rest of the document will be edited to be in the same voice.
- Ms. Ewing to provide edits to Ms. Pattison.

Approved 3-2-16

Sign Permit Form

The Sign Permit Form has been updated and Ms. Downing has posted to the Town website.

Rules of Procedure

- The section regarding the secretary rules will reference the Secretary Handbook.
- The Meetings will be clarified to include a differentiation between Work Session and Regular Meeting.
- The 10:30 end time will be added to meeting section.
- The Disqualification Section will be revised.
- The Order of Business will be adjusted.
- Sections 8-11 of Public Hearings will be removed.
- Format updates to the Joint Meeting Section.
- Section regarding RSA 91A was discussed and it was decided to leave as is. The section is quite detailed and although not relevant for this Planning Board, may be needed for future boards.

Other Business

No other business. Review/Finalization of the Secretary Handbook should be added to March 2, 2016 agenda.

A MOTION was made by Ms. Spittel and SECONDED by Mr. Williams to adjourn the meeting.

Voting: 6 ayes. Motion carried unanimously.

Vice- Chair Spittel declared the meeting adjourned at 9:10 PM.

Respectfully Submitted,
Sorrell Downing
Secretary